



Administrative Offices
5520 Lacy Road
Fitchburg, WI 53711-5318
Phone: (608) 270-4200
Fax: (608) 270-4212
www.city.fitchburg.wi.us

Park Commission
Thursday, March 6th, 2014
At City Hall
7:00 P.M.
Minutes

Pursuant to Section 19.82 of the Wisconsin Statutes, notice is hereby given that the park commission of the city of Fitchburg, Dane County Wisconsin, will meet at 7:00 p.m. on Thursday, March 6th, 2014 in the Council Chambers at the Fitchburg City Hall, 5520 Lacy Road, Fitchburg, WI 53711 to consider the following:

1. Call to Order

Tom Darcy Chair called the meeting to order 7:00 P.M.

In attendance: Jacob Johnson, Mark Almond, Aaron Richardson, Mark Vivian, Alder Jason Gonzalez, Christine Koth, Forester/Naturalist Ed Bartell, Park and Forestry LTE Dana Dentice, City Project Planner Wade Thompson, and Director Endl.

Absent: None

Others in attendance: Others in attendance will be included in minutes for agenda item in which they spoke or provided written comment.

2. Approval of Minutes – February 6th 2014

Jason Gonzalez, moved to approve minutes as amended, Mark Vivian 2nd. Motion Carried.

3. Public Appearances - Non Agenda Items

A. Non Agenda Items – None

**B. Public Hearing on Resolution R-47-13: Development of Nine Springs
Park Master Plan Alternative.**

Mr. Wade Thompson – Project Planner and Scott provided a brief power point on this project to date. At the conclusion of this power point Chair Tom Darcy opened it up for public comment.

Find below Citizen Comments:

- **Denice Maddox – 1914 Post Road Apt 207 registered to speak no written comments**
- **Patrick Cheney – 5211 Kittycrest registered to speak and answer questions as needed**
- **Sam Schultz – 5723 McKee Road registered to speak in support of the above matter and also to answer questions**
- **Robert Harriman – 2961 Green Crest Court registered to speak and answer questions as needed**
- **Amy Harriman – 2659 High Ridge Trail #2 registered in opposition of the above matter**
- **James Richmond – 4625 Crescent Road #9 registered in opposition of the above matter – opposed to any development of NSGC but alternative should be a natural area only.**
- **Daniel Larsne – 2325 Traceway Drive registered in opposition to above matter**
- **Mark Miller – 1221 Frisch registered in support of keeping the golf course**

- Marie Schultz – 5723 McKee Road registered in support of keeping the golf course
- John Haberle – 2753 Marledge Street registered in opposition of the above matter
- R.H. Woody – 2663 High Ridge Trail #4 spoke in support of the golf course
- Bob Rounds – 3036 Woods Edge Way registered in the support of the golf course
- Tom Brooke – 5703 Steplechase Drive Registered in support of the golf course
- Terri Reed - 5709 Restal Street registered in support of the above matter
- Thomas Reed – 5709 Restal Street registered in support of the above matter
- Chris Armstrong – 5803 Allburn Drive registered to look into integrating a x-country facility into the park plan
- Danna Olsen – 126 Wilson Street #6 registered in support of a community park and garden
- Harold Wulf – 2929 Fish Hatchery # 120 registered in support of the above matter
- Joe Mathers – 2975 Rimrock registered in support of the above matter
- Sheri Carter – 3009 Ashford Lane registered in support of the above matter
- Robert Hansis – 5502 Dorsett Drive registered in support of the above matter

4. Communication

A. Dawley Park Shelter – Jim Christoph Recognition

Scott shared with the Commission that a plaque is being planned for Dawley Park Bike Hub in recognition Jim Christoph's years of service to the City as the Park Director. This item will appear on the April agenda.

B. Annual report including Mr. Sigl's Recreation report

Scott reviewed the recreation portion of this annual report which included the information that Mr. Sigl shared with the Finance Committee regarding recreational fee policy guidelines and how well the Recreation Department did in achieving these policy guidelines.

C. Upcoming Arbor Day, Migratory Bird Day and volunteer efforts.

City Forester/Naturalist Ed Bartell provided an update of upcoming events and scheduled volunteer events including Arbor/Migratory Bird Day scheduled for May 3rd.

D. Cyclocross day set for McGaw Park

Scott shared with the Commission that this event is scheduled for McGaw Park on Sunday, October 26th. Details of the event will be shared at a future Commission meeting.

5. Review and Approve Agenda

Jason Gonzalez moved to approve agenda, 2nd by Christine Koth. Motion Carried.

6. Discussion/Action Resolution R-47-13: Nine Springs Park Master Plan Alternative

After discussion among Commissioners Jake Johnson moved to approve Resolution R-47-13, 2nd by Jason Gonzalez. Motion Carried.

7. Discussion/Action Monarch Butterfly Station in McKee Farms Park – Raul DeLuna

Mr. DeLuna discussed his proposal. Commissioners asked questions with answers from Mr. DeLuna. Jake Johnson moved to approve as requested, 2nd by Christine Koth. Motion Carried.

8. Discussion/Action Make A Wish event at McKee Farms Park September 14th – Christy Ehlert

Ms. Ehlert presented her proposal and answered questions. Jason Gonzalez moved to approve this September 14th event, 2nd by Aaron Richardson. Motion Carried.

9. Discussion/Action McGaw Tennis Court resurfacing proposals

Scott explained this work with little discussion. Mark Vivian moved to approved Tennis Courts Unlimited to provide this work as bid, 2nd by Mark Almond. Motion Carried.

10. Discussion/Action Resolution R-22-14 Authorizing Acceptance of the Park Lighting Improvement Bid

Patrick Cheney – 5211 Kittycrest provided comment in support of the above matter but in opposition to how the project was handled.

After discussion Mark Vivian moved to approve Resolution R-22-14, 2nd by Mark Almond. Motion Carried.

11. Staff Reports/Updates
A. Recreation
B. Forestry
C. Parks

See below reports.

12. Future Agenda Items
A. Median Landscape Maintenance
B. Uptown Park Playground
C. April: 2015-2019 CIP Proposals
D. Quarry Ridge Park Report

13. Announcements As Allowed By Law
A. The next two Park Commission Meeting will be held on April 3rd and May 1st.

14. Adjournment

Jason Gonzalez moved to adjourn, 2nd by Jake Johnson. Motion Carried. 9:10 p.m.
Minutes submitted by Scott Endl.

**Recreation/CC Report
Parks Commission
February 2014**

- **Recreation Programs**
 - **Finalized details for Daddy-Daughter Dance. The event is scheduled for Feb. 21.**
 - **Completed February weeknight practice schedules for traveling basketball teams.**
 - **Sent out volleyball league registration information.**
 - **Completed spring soccer information.**
 - **Ordered t-shirts for Instructional Basketball Programs.**
 - **Winter/Spring session of youth dance classes began in mid January. Classes are held on Tuesdays & Sundays.**
 - **Began work on 2013 Recreation Program Financials. The information will be presented to the Finance Committee on Feb 25.**
 - **Attended various youth basketball programs. Opened schools for Saturday basketball programs and held Gym Attendant meetings.**
 - **Finalized details of Adult Open Basketball Program.**
 - **Discussed Tunes for Tots Program with Rachael Valentine.**
 - **Began working on summer program planning.**
 - **Kidz Zone program started Jan 16.**
 - **Coordinated Challenger British Soccer Camps.**
 - **Submitted Recreation bills for payment.**
 - **Updated recreation website.**
- **Misc.**
 - **Attended Building & Grounds meeting**
 - **Attended Park & Rec Update meeting.**
 - **Attended various website redesign meetings.**
 - **Attended Civic Plus website training.**
 - **Completed Job Description Questionnaire and also yearly evaluation for CC/Recreation Assistant.**
 - **One of the Community Center Weekend Attendants submitted resignation. Discussed Community Center weekend coverage with our one current attendant. He will cover each weekend until an additional person can be hired.**
 - **Coordinated summer employment recruitment with HR.**
 - **Ordered replacement tables for Community Center.**

Parks Report

February 2014



- Met with members of the Wisconsin Sports Service interested in running a summer softball program at McGaw Park
- Continued work on NSGC Park Master Plan process.
- Continue to work on Huegel/Jamestown Park Master Plan update
- Continue work transitioning to our new web page which is being designed by CivicPlus.
- Met with Mayor Pfaff and City Administrator to discuss details of Park Naming Policy
- Attended monthly Building/Grounds & Park/Recreation meeting with City Administrator
- Attended meeting in which digital signage for Community Center was discussed
- Met with representatives from the Police Dept. to discuss NSGC park alternative
- Attended Quarterly Green Team meeting – discussed turf maintenance ideas and how this relates to the Green Team goals
- Conducted annual evaluations of Chad Sigl and Ed Bartell
- Completed JDQ as part of the 2014 salary survey
- Met with First Tee representatives to discuss NSGC park alternative options

Division	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
<i>Parks</i>												
Snow plowing operations: Trails/parking lots/	X	X	X								X	X
Ice Rink Maintenance	X	X									X	X
Forestry-Train Pruning, Removals, etc.	X	X	X							X	X	X
Mowing operations				X	X	X	X	X	X			
Mulching Trees / Playgrounds					X	X	X	X	X			
Weed eating / Spraying					X	X	X	X	X			
Park Improvements			X	X	X	X	X	X	X	X	X	
Daily Monitoring of Park Maintenance	X	X	X	X	X	X	X	X	X	X	X	X
Playground Safety Inspection				X	X	X	X	X	X			
Trash Removal from Parks	X	X	X	X	X	X	X	X	X	X	X	X
Cemetery Work, Grave Locating	X	X	X	X	X	X	X	X	X	X	X	X
Check Bathrooms Daily			X	X	X	X	X	X	X	X	X	X
Turf/Athletic Field/Ball Field Maintenance			X	X	X	X	X	X	X	X		
Tennis Court resurfacing as needed								X	X	X		
Water Trees as Necessary						X	X	X	X			
Fleet Records Update/Maintenance	X	X	X	X	X	X	X	X	X	X	X	X
Budget & Capital Plan					X	X	X	X	X	X		

Respectfully, Scott Endl